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BUILDING

THE

SEVEN-DAY-A-WEEK CHURCH

"So He Built the House and Finished It."—I Kings 6:9

Prepared by the Departments of City Work and Church Extension of The Board of Home Missions and Church Extension

1701 Arch Street, Philadelphia, Pa.

and

the Bureau of Architecture of the Methodist Episcopal Church

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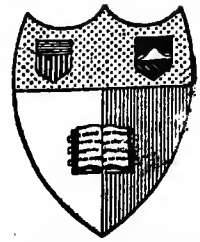

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FOREWORD

This is not a book of church plans. Every building problem requires special study. Selecting a plan from a catalogue is as satisfactory as selecting a prescription for medicine in the same manner.

It is rather a presentation in brief form of suggestions for those concerned in planning new city church buildings and improvements.

The plans illustrated simply indicate how certain problems each with differing circumstances and limitations were solved.

Upon receipt of the needed information from churches desiring aid in developing plans to meet their requirements, the Bureau of Architecture of the Methodist Episcopal Church advises through the use of specially prepared sketch plans how a building may be satisfactorily planned. Assistance is given building committees and architects. A folder describing the various types of services is also sent upon request as is also a questionnaire to be used in representing the requirements and circumstances of the local church.

The Bureau is supported jointly by the Board of Home Missions and Church Extension and the Board of Education, Offices at 1701 Arch Street, Philadelphia, and 58 E. Washington Street, Chicago.

Published As City News Letter Number Six

BUILDING THE SEVEN-DAY-A-WEEK CHURCH

A. DEVELOPING THE BUILDING PROGRAM

I. The Importance of Material Equipment

It is readily agreed that leadership of the right kind is more important than material equipment. Much valuable building space and equipment are unused because of the lack of needed leadership.

However, a remarkable increase in effectiveness is noticeable in churches where vision, sacrifice and intelligent direction have made adequate equipment possible and where properly trained and consecrated leadership has been put in charge.

It is difficult to compete with the attractions of commercial amusements or even of the city streets with such equipment as has commonly been found in city churches. In the environment provided by such buildings youth are not easily impressed with the feeling that the work of the church is as important as that conducted in fine public school buildings. Often there is a painful contrast between the cheery, well fitted rooms in settlement houses and other community institutions and those provided for church work. Many well trained and consecrated workers do not have a chance to render the service of which they are capable. The work of the Kingdom is hampered because of the handicap of unpleasant, inadequate and badly arranged rooms.

The most effective work is possible only when there are adequate facilities for a seven-day-a-week program including a carefully directed ministry of worship, recreation, religious education, helpfulness and fellowship.

The city church should by its exterior command the respectful attention of the community and be a reminder of the ideals and principles of the religion it represents.

II. How Can the Need for New Equipment be Met?

Additional space may be provided:

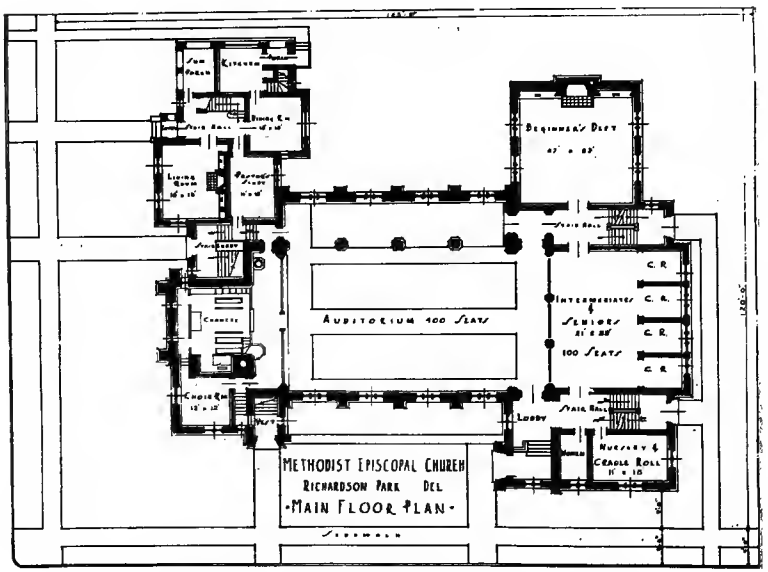
1. By remodeling the present structure. This is always a difficult task and usually uncertain as to the outcome, yet in many cases, the efficiency of the plant may be greatly increased.

2. By the addition of a parish house or educational unit. In a great number of cases parish house and educational unit additions have resulted in a significant increase in the ministry rendered. We name the following few examples: Denver—Grant Avenue; Minneapolis—Simpson; Wilkinsburg, Pa.—South Avenue; Brooklyn—Vandeveer Park. Brooklyn, N. Y.—St. Mark's is now constructing a parish house to cost more than $200,000.

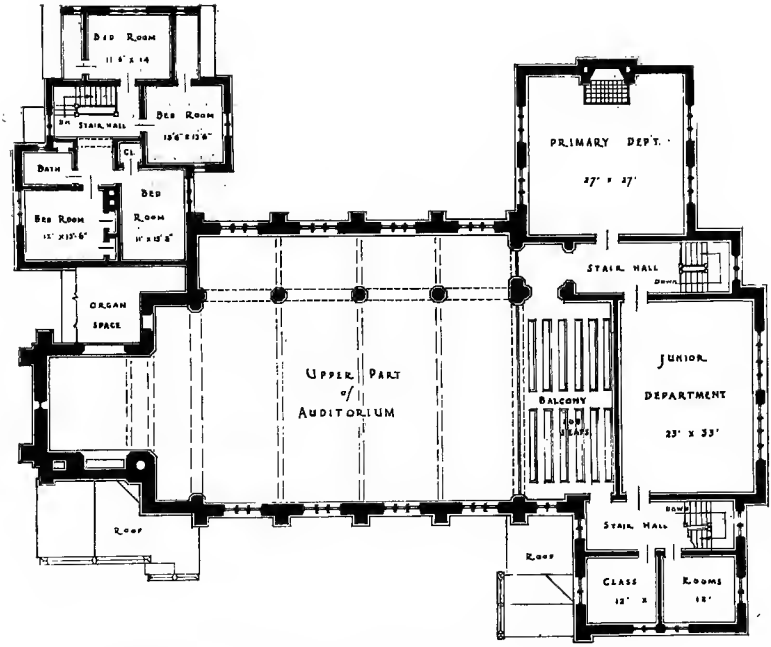
If possible, the new unit should be considered a permanent structure to form ultimately a unit in a completed new building. It will usually be difficult to make the new unit conform with the old church, and secure architecturally a total result not displeasing. If the old church is bad, do not make the new unit bad for the sake of conformity.

EXTERIOR PROPOSED RICHARDSON PARK CHURCH
WILMINGTON, DELAWARE

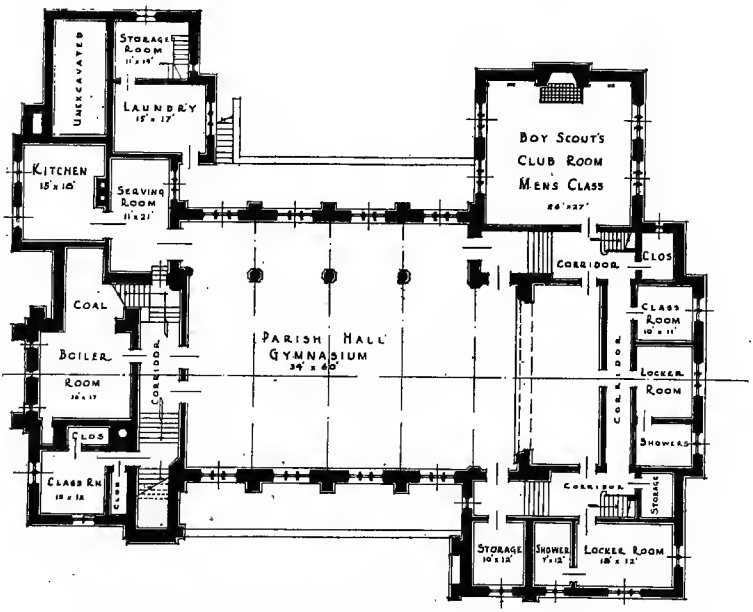
Plans furnished by the Bureau of Church Architecture



MAIN FLOOR, RICHARDSON PARK CHURCH



BALCONY FLOOR, RICHARDSON PARK CHURCH



GROUND FLOOR, RICHARDSON PARK CHURCH

3. By the construction of an entirely new plant, perhaps in a more strategic location.

4. By the construction of a well planned Educational and Parish House unit, to which is to be added later the church auditorium. (At Muskegon Heights, Michigan, an educational unit has replaced an old building. Classes meet in the furnace room, also in kitchen and shower bath rooms, on the stairs and in fair weather on the roof. Many outside organizations use the gymnasium at stated hours during the week.)

III. Studying the Needs

Given a trained and willing leadership and a church alive to the reason for its existence, what material equipment is needed to make possible the most effective ministry? The first step in a building program large or small, is to prepare a complete statement in reply to this inquiry.

There should be a thorough survey of the needs of the community and constituency, taking into account not only the needs that are unmet but the agencies detrimental to the best character development of the constituency. The survey should take full account of the population that should be reached, including those who ought to be reached by the activities to be made possible with new equipment and the new leadership that will find a place to serve. Consideration must be given to the shifts in the population, in order to anticipate such changes in the program of ministry as that the newer groups coming into the community may be successfully approached.

A list of the activities needed should be made. This should indicate the name of the group, its age, range, numbers and activities. For example:

"Boys' Scouts ages 12 to 18, 40 in number, need meeting room one night per week; Gymnasium 2 hours Saturday afternoons."

"Blue Triangle Club (ages 12-14) 20 members, need meeting room Fridays 4 to 5:00 P. M.; kitchen Saturdays 4 to 5:00 P. M.; bowling alleys Mondays 4 to 5:00 P. M."

Instead of indicating the number of rooms required by the various groups, the **activities** to be provided for should be designated.

The committee on survey of needs will have to anticipate a multiple use of many rooms. This will be necessary because the large number of activities which must be cared for in a church cognizant of its responsibility and the expensiveness of construction both demand that we secure the greatest possible use of the building.

The item of major importance, of course, is the provision for a departmentalized church school. When this is properly cared for the department rooms will admit of a wide variety of uses. An excessive amount of space restricted to a limited use will not exist as was the case in the now obsolete Akron plan and its modifications.

It has been held that churches should not duplicate the facilities provided by other agencies in the community. The church may not assume that because another institution in the community has certain equipment, for example, a gymnasium, that an evangelistic or even a worthy moral objective will govern its use or that the entire constituency of the church will be accommodated. The church must recognize

its purpose of evangelism and character building as underlying all its program of activities, whereas other institutions may not possess such a dominating motive.

Blanks for making a religious census and social survey of the community may be obtained from the Department of City Work of the

THOBURN CHAPEL, MEADVILLE, PENNSYLVANIA

Educational Unit, erected in 1925, provides for full departmentalized church school, standard-sized gymnasium, shower baths, bowling alleys, etc. Cost a little more than $100,000.

Board of Home Missions and Church Extension or from The Bureau of Architecture.

IV. Survey of Present Equipment

A check list making a survey of the equipment at present used will help reveal the need of new equipment. Doubtless serious deficiencies will be disclosed and the need of added facilities shown.

A check list or plant efficiency schedule may be secured from the Bureau of Architecture for five cents postage. A survey sheet to indicate to the Bureau of Architecture the conditions and requirements will be sent free.

V. Organizing to Develop the Building and Financial Program.

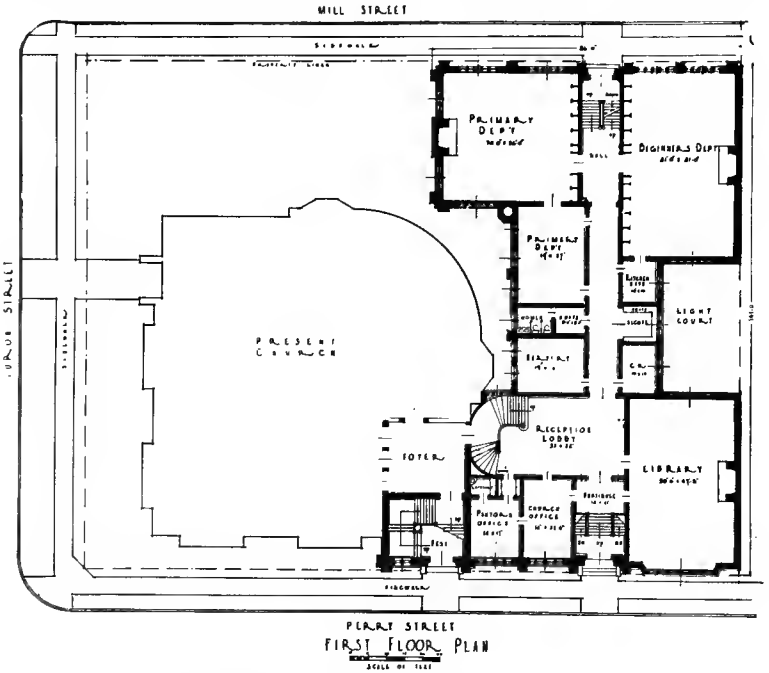
A carefully prepared plan of organization should be adopted by the quarterly conference. The committees to be appointed and duties of each should be clearly defined. This is the time to decide who is to be responsible,—the official board, the entire congregation or the building committee, for the facilities to be provided, for final adoption of

plans, for final approval of total amount to be expended and approval of financial plans.

While a small number on a given committee may do more efficient work yet the project itself will have a more successful outcome if the program is well supported by all concerned.

There are four major divisions of activity in carrying out a building program, (1) a survey of the needs, (2) plans and construction, (3) finance, (4) publicity.

The committees ought to be representative of every interest of the church. Membership on committees ought not to be confined to persons who have had some special technical or business experience but should include as well, persons of good general ability. At times per-



PARISH HOUSE ADDITION—MAIN FLOOR

This congregation finds itself in a large building constructed 12 years ago, but inadequate for a departmentalized church school and many activities required in a seven-day-a-week ministry. It is proposed to construct a four story parish house unit costing probably $175,000.

The kitchenette makes it possible to use the departmental rooms for church parlors and for various groups during the week.

Below the main floor are a large dining hall and kitchen, living quarters for the caretaker and Boys Scout Room.

Above the main floor are large rooms for the men's and women's clubs, young people's department, kitchenettes, class rooms and game rooms with gymnasium, locker rooms and two large department rooms on the top floor.

Bowling alleys are above the spectators' space on a mezzanine overlooking the gymnasium.

sons who have had considerable specialized experience are not the ones most willing to learn the elements necessary to a successful church enterprise. The committee should be well balanced, so there will be no danger of a few with some special experience dominating the program to the neglect of important elements which are known only by those specially concerned with the full program of the church.

The following plan of organization is suggested: (Copies may be received from the Bureau of Architecture for a postage stamp).

BUILDING COMMITTEE

Twenty members, to be officially chosen by the church and representative of each of the boards and organizations within the church—young and old and of both sexes—plus the pastor and director of religious education members ex officio. This committee will choose its general chairman and be divided into four sub-committees of five members each. The general chairman will have as his cabinet the pastor, director of religious education and chairman of the sub-committees.

(a) Program Committee

Study purpose and activities of the modern church; analyze the community and constituency to be served; prepare statement of the requirements for all the needed church activities; become familiar with the standards of work set forth by church leaders; indicate all groups giving ages and membership of each, including the church school by departments. (See questionnaire provided by the Bureau of Architecture); recommend number of square feet required for all rooms; the work of this committee is not completed until it has done the best to secure in the plans provisions for every need.

(b) Plans and Construction Committee

Advise with denominational architectural bureau; secure sketch plans showing how the requirements may be met in a churchly building; present outline of proposed requirements with sketch plans to the general committee; adopt tentatively sketch plans and present same to the general committee for adoption; report to the finance committee estimate of amount required; investigate architects for the general committee; recommend employment of certain architectural firm; instruct the architect in regard to the plans (one member of construction committee to be appointed to convey all instructions to architect); recommend the securing of bids and letting of contracts; inspect the construction of the building; secure bids for permanent equipment.

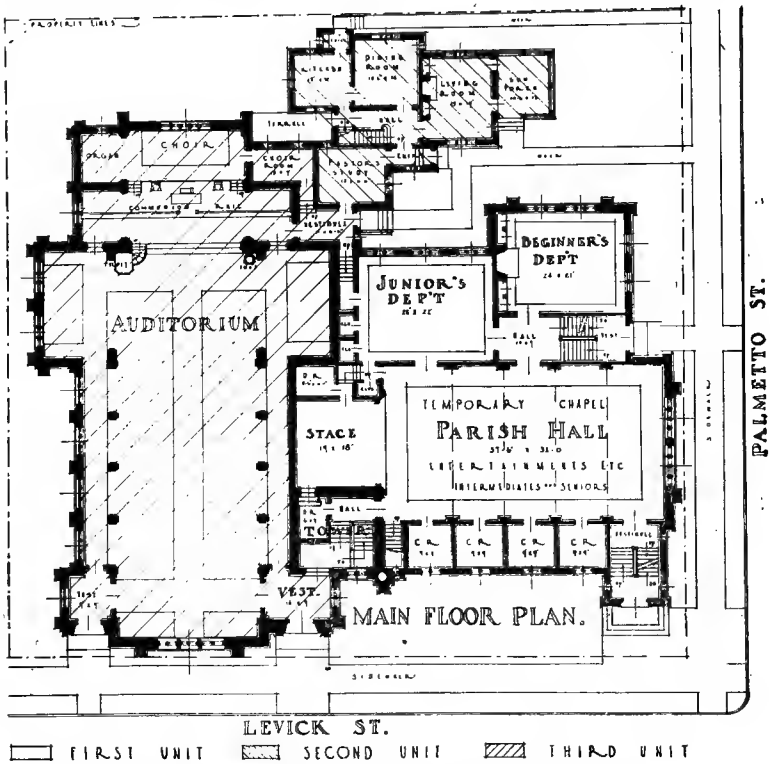
(c) Finance and Subscription Committee

Study successful methods; survey all possible financial resources; secure adoption of financial program; prepare forms and arrange methods of accounting; enlist and train canvassers; conduct subscription campaign; finance project during construction and period of collection; arrange method of collection and follow up.

(d) Publicity Committee

Cooperate closely with other sub-committees; cultivate favorable attitude in the community; give earnest publicity to: the requirements, the plans, the program of ministry to be made possible, progress of the campaign, progress of construction, plans for dedication; prepare prospectus for subscription campaign; assist in training canvassers; keep unpaid subscriptions alive; tell of other successful projects—the loyalty and sacrifice that made them possible—the enlarged service rendered and increased church and church school membership.

The general committee decides after receiving recommendations from the sub-committees: (1) the facilities to be provided (2) the

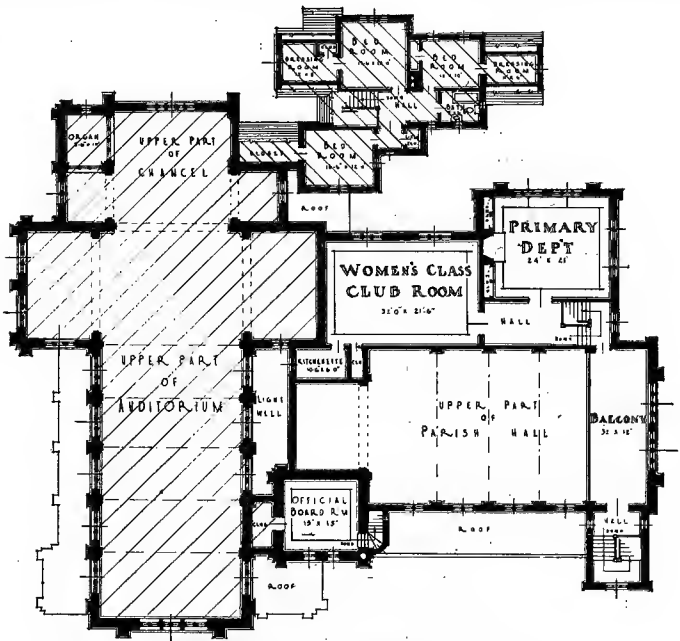


MAIN FLOOR PLAN OF LAWNDALE CHURCH

(See Page 27 for exterior)

The auditorium is arranged in keeping with ideals of churchliness. It is hoped that a coming generation will not rise up and condemn this plan for any lack of intelligent expression. Through the use of the very practical clerestory idea the auditorium even in this compact plan receives light and ventilation from both sides. The auditorium is entered without climbing steps. A dumb waiter will make kitchen service available to this floor.

total amount to be expended and the amounts for which the church is to be obligated at any time (subject to the approval of the official board or quarterly conference) (3) the approval of the sketch plans (4) the architect to be employed (5) the methods of finance and when



SECOND FLOOR, LAWNDALE CHURCH

Note that the Primary Department is placed on this floor since the room has more sunlight than could be provided elsewhere.

the financial campaign is to be conducted (6) when the work of construction shall proceed (7) the allocation of definite responsibilities to the sub-committees.

VI. The Financial Plan

The financial plan, must, like the architectural plan, be developed for the project in question. This monograph can simply enunciate certain principles that seem to be fundamental to any plan. The details of the financial plan should not be copied from other plans except after it has been confidently determined that such plans are adapted to the constituency with which the committee is dealing. The finance committee must give considerable time to the framing of the plan to be adopted for this particular time and place.

We believe the following principles will hold true in every case:

1. The financial plan must be founded on the best religious motives. Strictly religious motives must underly the whole enterprise.

2. There should be a careful survey of all possible financial resources.

3. A careful selection of canvassers who are qualified by devotion, example, address and enthusiasm.

4. A careful assignment of responsibility and prompt reporting.

5. A carefully prepared prospectus to be used in "selling" the building program.

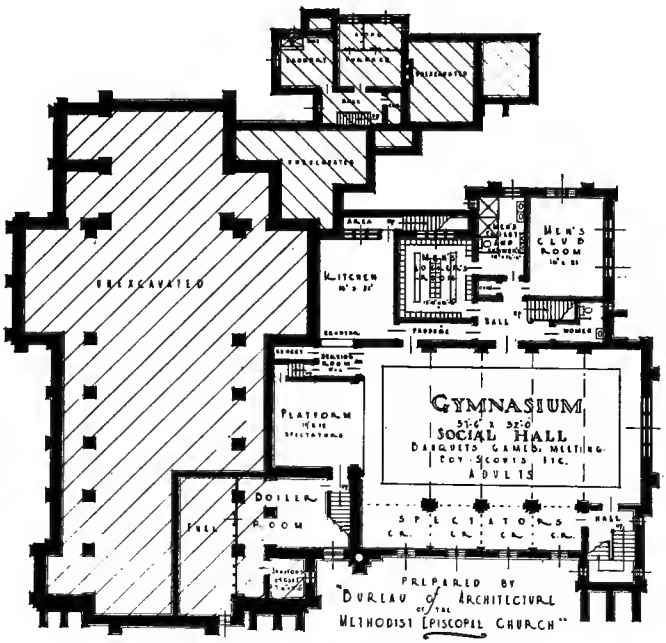
6. Cooperation with publicity committee.

7. Have congregation taught the Christian principles of stewardship of life and talents.

8. Guard against shrinkage by having the subscriptions in the form of interest bearing notes. Do not take subscriptions for more than three years duration; twenty-five or thirty months will be better.

VII. Educating the Constituency

There must be a well laid plan of promotion looking toward a rallying of the entire constituency of the church to the new building program. Objections must be anticipated. Those whose ideas are inadequate for the present time and need must be led out into a broader



GROUND FLOOR PLAN.

GROUND FLOOR, LAWNDALE CHURCH

The recreational and social facilities are provided here. Bowling alleys may later be placed under the church auditorium. A kitchen makes the rooms on this floor available for small social affairs. Note the considerable number of activities made possible at the same time without interference.

conception of the purpose and ministry of the church. The booklet "The Pastor's Leadership in Church Building" contains suggestions for educating the constituency through addresses, sermons and publicity.* A program of education should plan to secure the goodwill of the entire community, even though it is not expected that those outside of the constituency of the church will contribute. All criticism that may weaken the morale of our people should be disarmed. Stereopticon lectures showing the possibilities of larger service will help visualize the new church.

VIII. Developing the Sketches and Leading the Onward March

After the survey committee has prepared a complete statement of all the facilities that should be provided in the new plant, it will be the task of the plans and construction committee to learn how these facilities can be provided within the financial limitations. The advice of the Church Bureau of Architecture ought to be secured at this point. It is usually a waste of effort to seek advice after an architect has been instructed to proceed.

At this point the plans and construction committee must urge the church against a too rigid limitation as to the financial outlay. The survey and program committee will aid and abet. The financial committee must be urged to discover and by most careful plans develop the resources. This committee will apply safety measures to prevent too large an expenditure.

Preliminary sketches will be prepared, necessarily by skilled special talent. These show how the various facilities can be provided with due regard to a well balanced program. Some groups may feel that the auditorium should be large enough to care for the unusual congregation. Other groups may wish a full size and fully equipped gymnasium. Doubtless a happy medium will have to be secured, making the fullest possible provision for each department of the work of the church. The multiple use of rooms and the limitation of the space that is confined to only one activity must be carefully studied. The Church Bureau of Architecture can help materially by showing with sketch plans how various facilities may be provided.

The floor plans must be well studied before considerable attention is given by the building committee to the exterior design. It is very sad when committees decide upon a design before knowing what facilities are to be provided.

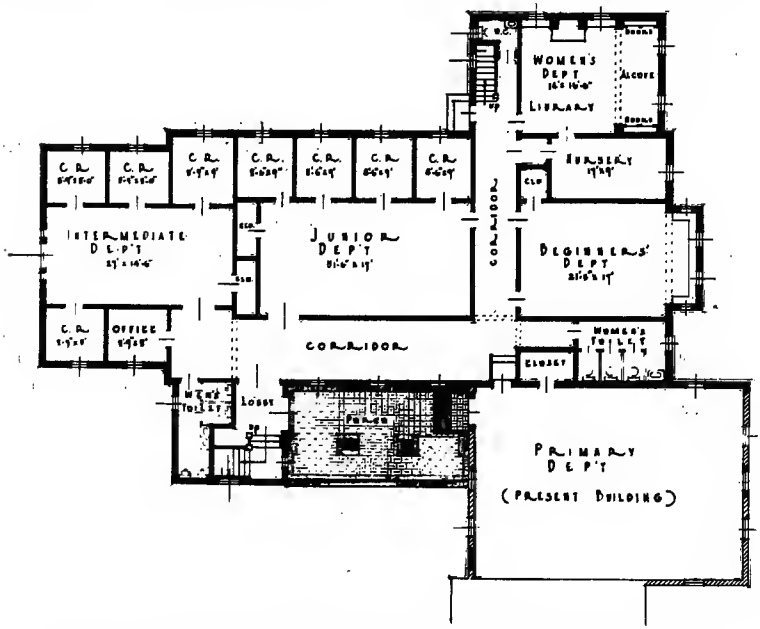
After the building committee has arrived at a seemingly satisfactory solution of the problem the matter of employing an architect should be taken up. If an architect of undoubted capacity and ability is to be employed, he will gladly cooperate with the church in developing the preliminary sketches. If he does this, the church will naturally feel under obligation to employ this architect for the complete work. Unless the architect is especially competent, a more satisfactory method will be to employ the denominational Bureau of Architecture to prepare the preliminary sketches. Then the architect will not be required to charge for this work which requires a great deal of time, study and

*Bureau of Architecture, price 10c.

expense, especially when the architect commissioned has not been experienced in the best types of church work.

IX. Selecting the Architect

The success of a church building enterprise depends largely upon the architectural service secured. Architectural service includes (a) a



MAIN FLOOR EDUCATIONAL UNIT, WOODSIDE CHURCH, MARYLAND

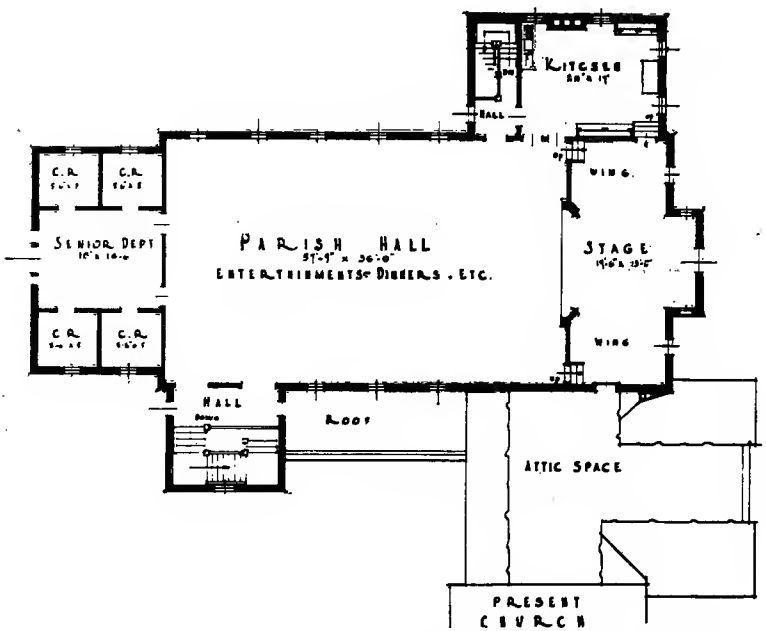
thorough study of the requirements and conditions and the preparation of sketch plans indicating how the floor plans should be laid out, with suggestions for the exterior, (b) preparation of detailed working drawings and specifications, (c) preparation of large size drawings of details of the structure, (d) drafting of forms, proposals and contracts, issuance of certificates of payment and keeping of accounts, (e) the general administration of the business and supervision of the work.

The service of the architect like any other expert professional service is valuable. Cheap service is quite certain to prove more expensive in the end than the best available talent. The scholarship and culture of the architect should be considered as well as his engineering and business ability. He should be selected upon the basis of the work he has done.

Many practicing architects evidently have little understanding of the ideals and traditions of the best in Christian architecture. Many of the most capable architects have not had time to study the development of modern church work and its requirements.

Some architects announce themselves as church specialists and have built dozens of church buildings. Very often the work of such men is most unsatisfactory. They have gotten into certain stock methods of procedure; they can turn out rapidly certain type plans; they are not easily advised as to what is required in a given situation and sometimes feel that they have learned all there is to be known about the requirements of the church. To take up a problem *de novo,* give it the study necessary to achieve a solution fitting for a given particular situation is incompatible with their method. Their plans are often the result of simply putting together various stock elements. Of course, this type of architect can work more cheaply than a thoroughly competent architect with ability to solve an individual problem in spite of his prejudices or previous methods.

There are architects of the highest calibre who refuse to use a stock pattern of any sort, are thoroughly steeped in all of the best traditions of Christian architecture and will expend sufficient time, study and effort to solve a church building problem in keeping with the finest traditions of Christian architecture and provide in an efficient



SECOND FLOOR, EDUCATIONAL UNIT, WOODSIDE CHURCH, MARYLAND

This shows how provision for a modern program can be provided at modest expense. The educational unit is to be constructed and used before the old church is demolished, and the auditorium is to be built later as the final unit where the old church now stands. The cost of the first unit as illustrated, brick construction, equipped, as per contractor's bids, is $30,000. The Bureau of Architecture prepared the design and the working drawings.

manner the facilities for the situation under consideration. Such architects usually decline to be known as "church architects."

If the committee does not employ an architect of the highest grade, who has accomplished outstanding church work, who does not duplicate stock devices, it will be better to employ an architect with general experience who is well trained and has excellent ability, stipulating that

ELEMENTARY DEPARTMENT ROOM, TRINITY CHURCH, SPRINGFIELD, MASSACHUSETTS

Exterior shown on outside cover page. The educational unit and chapel only are complete.

he associate with the Church Bureau of Architecture or with another architect with special church experiences. This method will be far more satisfactory than employing a stock plan church architect.

Not every architect understands how to design a building which shall be truly expressive of Christian thought even though he may be skilled in the so-called more practical matters connected with his profession. It is of the greatest importance that the architect be not merely a practical builder and business man but a competent artist.

The church building must be expressive of the great purpose for which it is created. If an architect does not have on his staff men who are artistic designers and competent engineers as well as qualified draftsmen and overseers, the commission should be given only on condition that these deficiencies be satisfactorily supplied. Building committees must guard against architects whose main objective seems to be to "land" a commission. Some applicants may be very skillful in reading the attitude of influential members of the building committee and will give the committee "what it wants" regardless of how their plan will handicap the work of the church for the next generation or

two. Unfortunately some committees and some church officials act as if cheapness were the prime essential in building the house of God.

Some applicants for commissions offer to design buildings of certain capacity to be built for a low cost price. For example, here is a floor plan wherein an elementary church school department room is marked "one hundred seats." A building committee is likely to take this statement at face value. But when the room is measured it is found that it will provide for not more than 50 pupils if tables are used, as is necessary in that elementary department. One hundred seats can be provided in this room only if the entire room is seated with chairs placed close together which would make separate class instruction impossible. Many churches have been badly disappointed after having employed architects who gave them a building with a certain announced capacity to find the actual capacity of the completed building far below the requirements.

It is a great mistake to feel that a small enterprise does not need the very best architectural service. A high grade architect will create a fitting composition when dealing with simple elements.

Many other specific advices might be offered at the point if the limitations of this monograph permitted. Church Bureaus of Architecture are glad to advise churches individually concerning the matters mentioned in this section.

X. Departments of the Building and their Administration

Department Rooms.—The department is the basis of church school organizations, rather than the class. In this year of grace 1925, plans

BEGINNERS' DEPARTMENT ROOM, TRINITY CHURCH, SPRINGFIELD, MASSACHUSETTS

are being drawn wherein "Sunday-school Class Rooms" and "Main School Room" are indicated in such a manner as to indicate serious lack of information regarding church school requirements. Every school should be divided into the following Departments:

1. Cradle Roll or Kindergarten under 4 years.
2. Beginners (4-5 years.)
3. Primary (6-8 years.)
4. Junior (9-11 years.)
5. Intermediate (12-14 years.)
6. Senior (15-17 years.)
7. Young Peoples (18-24 years.)
8. Adults (above 24 years.)

Each department should have its separate assembly with graded worship as well as graded instruction. These department rooms can

Daily Vacation Bible School Made Possible by New Church (Ft. Dodge, Ia., Epworth Church)

be used during the week for various activities. They should be equipped with fire-places, built-in wardrobes with kitchenettes and storage space for change of furniture available. Planned in this way the rooms will be available for a wide variety of purposes. Separate class rooms may be provided for the upper grades of the junior department. In the departments above the junior, separate rooms should be provided in goodly number for separate class work. Where class rooms are provided they should have sound proof walls. Curtains are about as efficient as folding doors.

The Parish Hall.—The church must practice fellowship and exhibit to the community the true familyhood of the people of God. There must be therefore, a hall for social and recreational activities to provide for entertainment, suppers, stereopticon or moving pictures, pageants, etc. One of the departments of the church school will occupy the hall during the church school session. This hall should not be

looked upon however, as the general assembly room for the church school. If it is desired to assemble the entire church school occasionally for worship, the church auditorium should be used. The service should be one of devotion and worship, not a "Rah! Rah!" assembly.

PARISH HALL, NIAGARA FALLS, NEW YORK, ST. PAUL'S CHURCH

By placing this hall on the upper floor a good ceiling height was made possible. If the hall were on a lower floor the expense of carrying the upper floors without pillars in the hall would be incurred. This height is available under the roof. The plan makes more churchly treatment of the room possible. The hall as illustrated is used for entertainments, lectures, dining hall, pictures and gymnasium.

The parish hall may be used for group games if a gymnasium also cannot be provided.

Church offices, pastor's study, conference rooms.—The administration of the church building is an item of major importance. The day is passed when we expect to find a church locked and forbidding during the week days. There should be an office or lobby adjacent to the principal entrance where all who enter or leave the building can be seen. The pastor's consulting room should be adjacent to the office. Here workers' conferences are held at stated times.

While the pastor may experience many interruptions, if he is to be a true physician of souls he should be quite available to the people needing his ministry. Perhaps his pulpit work will not suffer on account of his nearness to the needs of the passing throngs.

A general lobby or parlor is a valuable asset. The general offices can be located in this lobby. Furnished with comfortable lounging furniture with a fireplace at one side, the lobby will present a cheerful and hospitable feeling which will create impressions rather different

from those experienced upon entering dingy church vestibules. The space is useable for Bible classes or discussion groups on Sunday.

Gymnasium.—There are great evangelistic possibilities in a well directed recreational program. Perfectly remarkable programs are being conducted in a number of new Methodist Episcopal buildings. This is particularly true at Grand Rapids, Michigan, Trinity Church; Muskegon Heights, Michigan; Denver, Grant Avenue; Springfield, Mass., Trinity; Denver, Washington Park; New York, Church of All Nations; Cleveland, Broadway; Toledo, Broadway, and in many other places. Of course, well prepared and consecrated leadership is essential. The church can scarcely depend upon high school or other institutional

DISCUSSION GROUP, LOUNGE ROOM, CALVARY CHURCH, ANNAPOLIS, MARYLAND

A church parlor used seven days a week.

gymnasiums to meet the full needs of its constituency. These may be used for match games but often our church groups are handicapped for lack of practice floors. A church gymnasium may be very useful even if not of standard senior size. It should, if in a church, as should all other church rooms, be so planned that its church relationship should be readily recognized. No activity should be conducted in the church without the distinct feeling that it is a part of a religious and evangelistically motived program. In many cases it has been thought wise to have the gymnasium on the upper floor. Additional height is secured under the roof trusses. Odors do not penetrate through the building.

Bowling Alleys.—Bowling alleys are very helpful in carrying out the religious work of the church. It is fine to see fathers and sons bowling together. Churches that have bowling alleys properly conducted, usually have the same scheduled for a great many hours during the week. A small fee for each game cares for the maintenance of the alleys.

Swimming Pool.—Here too, the matter of leadership and supervision is of the highest importance. A swimming pool will render a valuable service with proper supervision and leadership. If these are not available and if the cost of proper maintenance is not available, the equipment ought not to be installed. Space may be provided for future installment if desired.

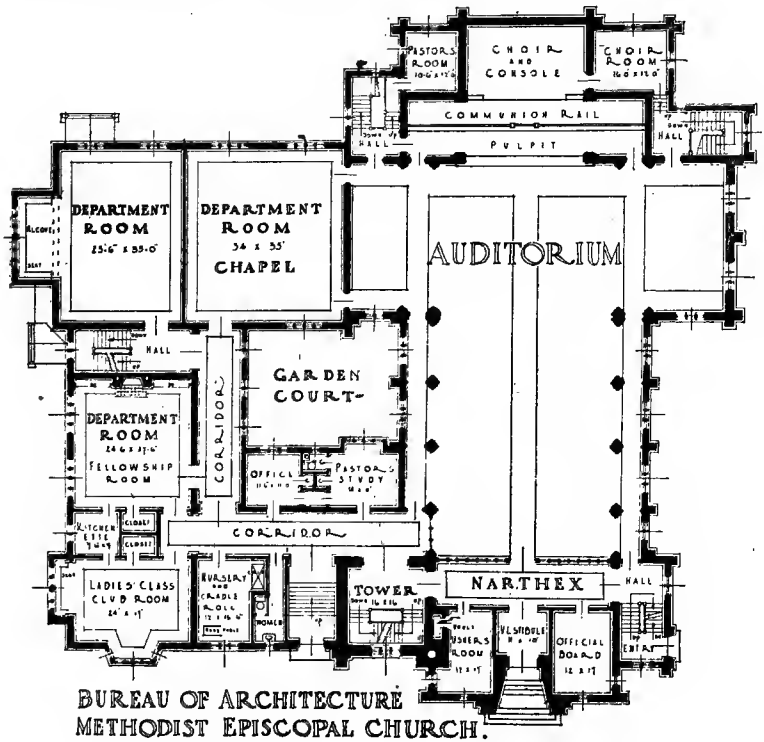
Moving Picture Equipment.—Moving picture equipment should be provided. There are now sources of supply for educational and other pictures of good character. The educational possibilities of pictures, both stereopticon and moving, are too great to be overlooked by any church. The attraction of moving pictures is so potent, that we ought not to make it necessary for our youth to depend exclusively upon the commercialized moving picture.

Caretaker's Quarters.—In all large city church plants, provision should be made for caretaker's quarters. The value of the property as well as the importance of the seven-day-a-week program makes it

GRAND RAPIDS, MICHIGAN—THE NEW TRINITY

As soon as the educational unit was opened the program of the church began to grow with unusual rapidity. The work of construction continued until the $400,000 plant was completed. The program of activities now conducted reads like a catalogue. Sacrifice for complete equipment, a strategic location and the employment of a capable leadership makes a vital ministry possible.

necessary for a reliable caretaker to be constantly available. An apartment can be worked into the building scheme with inconsiderable additional expense in comparison with the service available.



BUREAU OF ARCHITECTURE
METHODIST EPISCOPAL CHURCH.

MAIN FLOOR PLAN

MAIN FLOOR TYPE PLAN FOR LARGE CITY CHURCH

Upon entering the church a spacious narthex or greeting space is found and from this, one reaches the sanctuary. The arrangement of this impressive auditorium leads one's eyes and thought toward the front or chancel where are seen the pulpit, baptismal font, and communion table, all reminders of the fellowship of God and His work of Redemption. The choir room, ushers and official hoard rooms provide also for separate Sunday-school class meetings. On this floor we find the rooms for the Beginners, Primary and Junior departments, the strategic departments of the church school. Near the main entrance to the educational division, the church offices and pastor's study and consultation room are found overlooking a pleasant close or garth.

Additional Rooms.—The following additional rooms and facilities should be provided if at all possible.

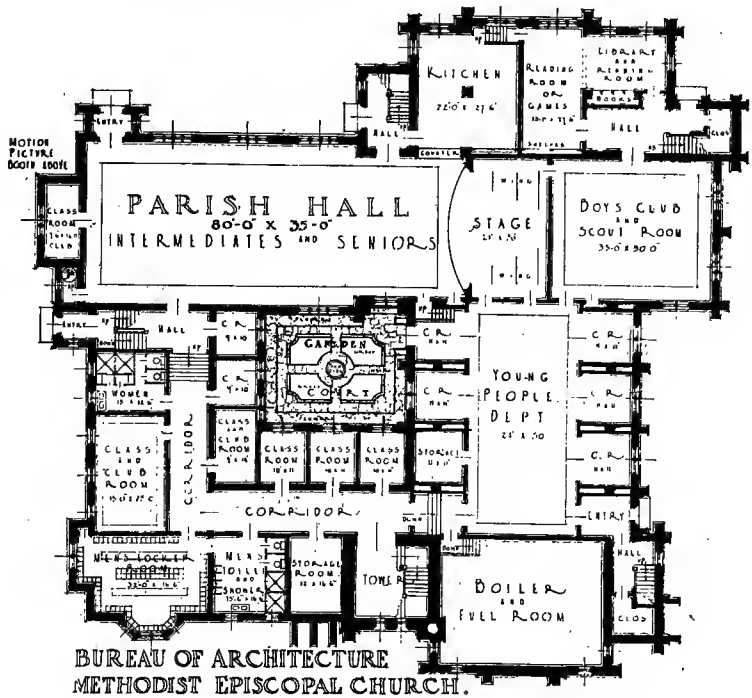
Cloak and check rooms wherever needed and adequate for all times.

Cradle roll and nursery room near mother's room and beginners' and primary departments, available during services of public worship for nursery.

Leadership training and the training of teachers and church workers is of such importance that this activity should have a definite allocation of space. It may be used for teachers' and workers' conferences, It should be large enough to hold a demonstration with classes called in and contain a Christian Worker's Library.

A mission study library and mission museum with built-in cabinets, map storage, modeling material, etc.

Drinking fountains at convenient points in corridors and at proper height for those who will use them. Remember that children crave water much more than do adults.

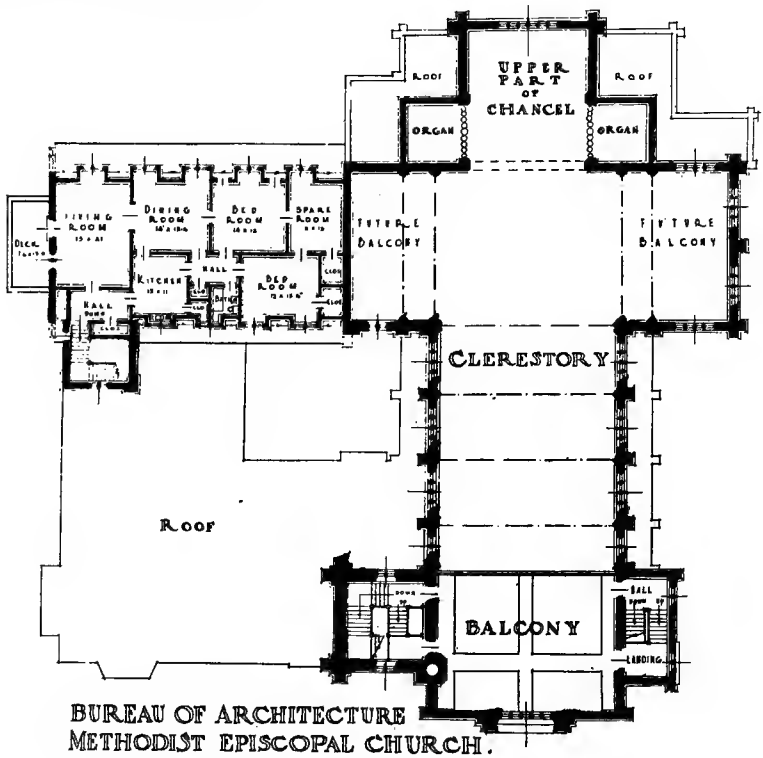


GROUND FLOOR TYPE PLAN FOR LARGE CITY CHURCH

The parish hall located on the first floor is reached from the outside without steps. This spacious hall provides for the assembly of the upper departments of the Sunday school, for lectures, entertainments, suppers and banquets. The hall will be of sufficient proportions to provide for volley ball, basket ball and other such games should the need arise. The large well-lighted kitchen opens from one side of this hall. On the same floor are found 15 separate rooms of various sizes for separate Sunday school class meetings and useable also for training classes, for mission study classes, and other groups. It will be noted that this floor of the building can be reached by six entrances and emptied from the same number of exits. Ample storage and convenience space has been provided. One can imagine this department of the building simply throbbing with activity. Here the family of the church will meet for fellowship, and for such entertainment as will conduce to the building of character and for religious instruction.

Public telephone booths. Adequate telephone service in the church offices.

Built-in furniture, window seats, bookcases, closets, drawers, wardrobes, etc. Detailed plans for these facilities can be secured from the Bureau of Architecture.



BALCONY FLOOR TYPE PLAN FOR LARGE CITY CHURCH

Ample space is provided on this floor for the apartments of the custodian of the building. If necessary, space can be utilized to provide accommodations for one or two additional church workers. The rooms will be pleasantly lighted by dormer windows. On this level is also a roomy balcony in which every seat faces the pulpit and choir platform.

Fireplaces and mantle shelves add much to the appearance of department rooms.

Service cupboards placed in partition between class room or department room or corridors for papers, class records and collection envelopes. This arrangement prevents disturbance during class or department sessions.

Storage space sufficient to allow change of furniture for multiple use of rooms.

Chairs, tables, desks, blackboards, bulletin boards, etc., are required with consideration of the age group to be served.

Church school supply room with complete library of study material with extra Bibles, hymn books, note books, etc., and supply of all records necessary. Hand work material and equipment of every kind should be kept at this central depot.

Decorations, pictures, etc.—Children are extremely sensitive to impressions. It is little less than criminal to have rooms in the church school building so arranged or so carelessly furnished and decorated as to create repulsive impressions upon the minds of the children. The choice of decorations, furnishings, pictures, etc., should be worked out with ideas of simple harmony and attractiveness without gaudy or glaring elements.

In certain sections a day nursery and clinic render invaluable service. Occasionally well-equipped physicians are willing to give certain portions of their time in serving at the church clinic as their contribution in service for the work of the Kingdom.

A number of churches are rendering valuable service by providing a library in which books from the city or state libraries are deposited. Reading rooms for various groups also render valuable service.

Certain activities should be provided for, not only because of the value of the service rendered, but for the sake of the contacts offered. (A check list or plant efficiency survey should be used to guard against overlooking any requirement for space or equipment. It may be obtained from the Bureau of Architecture for 5c.)

XI. The Importance of Good Exterior Design

We would like to insert a volume at this point discussing the importance, indeed, the **necessity,** if the church is to truly fulfill its mission, of the exterior, truly witnessing to the faith and ideals of the religion and ministry it shelters. Ugliness, lack of harmony, crudity, unintelligence are intolerable in a church design. The architectural profession faces no more difficult task than that of designing a church building that must provide for a multiplicity of activities and assert itself in the midst of crowding and peremptory environs. The architect should convince the committee by his former accomplishment that he can design a church that will express, in the midst of the city's clamor, a message in keeping with the faith that brought the building into being. The building should be noble and unapologetic, it must evidence refinement and not gaudery. Meaningless and unintelligent ornamentation bespeak a building that is tawdry and unworthy.

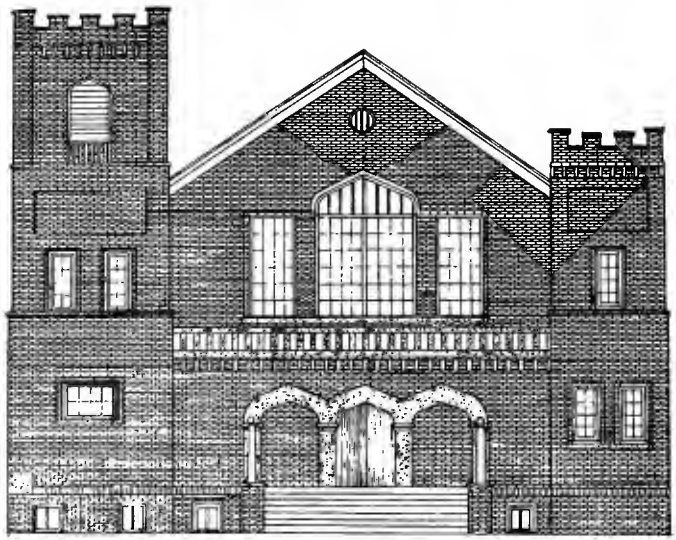
In cramped quarters the facade must be planned with special care.

An attempt to express the architectural language of Christianity in classic architecture is as faulty as displacing the New Testament by the writings of pagan philosophers.

Buildings should offer to all refuge, comfort, consolation, inspiration, instruction and the experience of the Divine Presence. These eternal elements of our religion must be expressed by its architecture.

Increasingly the Gothic order is considered the most truly expressive of Christianity as well as most easily adapted to the flexible requirements of a modern seven-day-a-week ministry. No other order permits a religious influence so definitely to dominate a group of buildings. The entire plant must be dominated by a churchly motive with the sanctuary always significant.

It is saddening to find in spite of some examples of intelligent usage, our cities are still being encumbered with crude, uninteresting, cheapened church buildings. Consecrated and sacrificial offerings are spent for buildings that indicate a tawdry bedlam of confusion and sacrilege rather than devotion to the worship of the God of Peace and



AN EXAMPLE OF BAD DESIGN

This design is quite evidently the work of an untrained designer who has not developed special talent or taste and is unacquainted with architectural traditions and findings. The faked doorways, lack of scale, the two uninteresting and falsely designed towers all combine to produce a distressing result.

Righteousness. A church building like a sacrament should be "an outward and visible sign of an inward and spiritual grace."

XII. Building for Worship

There is a marked tendency in so-called "non liturgical" churches toward a greater emphasis on properly planned services of public worship. The high purpose of worship long shabbily ignored is becoming more clearly realized. This is but the expression of man's deep need of the presence of God.

In meeting this revived interest in a truly reverent and worshipful service, the Bureau of Architecture has developed a chancel plan that

facilitates the development of a service of worship and also gives a distinct place to the ministry of preaching. In this plan the altar rail is straight and marks the beginning of the chancel or sanctuary. Much should be made of this altar rail. It should be used not only in the communion service and in services of consecration, but when one registers an epoch in his religious experience. It should also be useful when the church is open for daily devotion (as it always should be). Beyond the altar rail, properly arranged without crowding and yet without waste of space, is the lectern at the one side of the chancel and the pulpit on the other. The communion table, symbolizing fellowship with the Divine, is given a central position. A cross may be placed on it to signify the Sacrifice made once for all. Choir benches are arranged

A MORE TRUTHFUL AND WORTHY EXTERIOR

While many economies were necessary in planning this building yet it represents the ideals of the Christianity it is expected to express.

in rows facing each other. This gives the choir its proper position for its work of ministry in public worship and yet does not thrust them in an embarrassing and conspicuous position as is the case when they are placed in tiers facing the audience.

The service of worship is conducted from the lectern and the sermon is preached from the pulpit. This arrangement dignifies the ministry of preaching in a manner that is not possible when the sermon is preached from the ordinary pulpit desk where the scriptures are read and the announcements made. The preacher becomes preeminently a voice. Nothing takes place in the pulpit except preaching. The preacher is set apart and lifted up and it would seem should feel the urge to preach in a special manner.

Kneeling stools should be provided in every pew.

A prie dieu should be provided so that the minister may properly kneel when leading in public prayer. This, if nothing else, should be a part of the chancel furnishings.

The Methodist Episcopal Church is in a strategic position to render a satisfactory service of church worship. We have never broken with the best in the orderly churchliness of the past. We have never smashed the symbols of our wonderful faith. We have placed preaching in a prominent position. Careful attention to the matter of worship will not detract from the best possible ministry of preaching. If we will render the ministry for which our heritage calls, it seems that we should meet an essential need in this particular time of the world's history. If we insist upon building church auditoriums fashioned after concert halls and theaters, we shall simply be passed by when thinking men seriously long for an experience of the Divine Presence.

It is quite important to have a chapel for devotional services that require less space than the church auditorium. Prayer meetings, Epworth League, small weddings, funerals, special communion and devotional services should have an environment that will encourage the devotional spirit. There should be a simple but a real chancel arrangement. A large Bible Class can be accommodated here during the church school period. The chapel should not be used for social or

A FAULTY INTERIOR

Many bad features are illustrated in this new church. Circular pews are more costly, extravagant of space and out of harmony with churchly feeling. The accordian doors are more costly than partitions, wasteful of space, bothersome to operate, and not sound-proof. The usefulness of this building for religious education is greatly decreased on account of the ease with which conflicting sounds sweep through the building. The cultivation of devotion and worshipfulness in the departments will be next to impossible on this account. A plan like this fails to provide a churchly room for worship. Failure to provide separate departments for the church school makes successful architectural treatment next to impossible.

AN INTERIOR THAT MAKES FOR WORSHIP, ASBURY CHURCH, ALLENTOWN, PA.
Illustrative of the present marked tendency in the "non-liturgical" churches toward more carefully planned facilities for public and private worship.

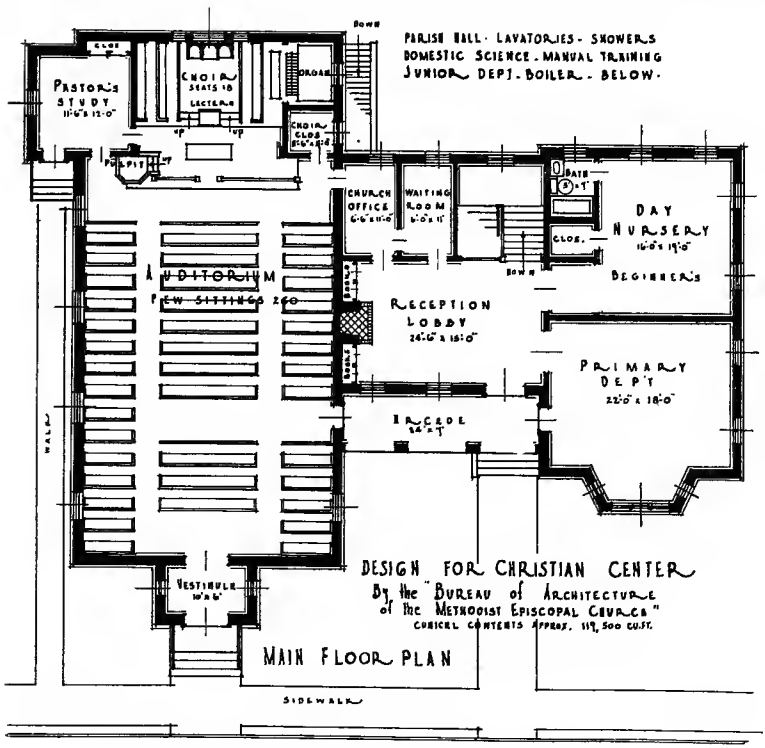
recreational purposes, in which case it would not be a chapel, any more than a kitchen is a parlor.

Do not build the auditorium so large that the educational facilities are slighted. This is being done over and over again.

There are sixteen other reasons for urging against oversized auditoriums. List sent on application.

XIII. Income Producing Plants

A great many inquiries are being made relative to the wisdom of constructing income producing plants, particularly in down-town city sections. In some cases the inquiry expresses a confession that we are unable to maintain a building exclusively for church work in the city's center without commercial features. From the purely churchman's standpoint, this of course, is rather unfortunate. But if it is impossible to provide every requirement for a seven-day-a-week service in the heart of the city without this form of endowment, perhaps it is well to lay plans in several centers for such a development. In any event, the building constructed should be unmistakably recognized as related to the church. This will require the best possible architectural talent.



FLOOR PLAN FOR A CHRISTIAN CENTER

This compact plan makes provision for many of the varied activities which cluster around a Christian Center.

This need, in a few cases, has been met in varying forms, namely, (a) the large office building wherein certain rooms are devoted to the broad ministry of a modern church, the outstanding example of which is the Chicago Temple. (b) A parish house addition where certain rooms are used for income producing purposes. At Central Church, Detroit, this has proven very successful. (c) Income producing property and perhaps dormitories built around the old church property. The architectural results are usually not very good, yet the program may be thereby tremendously increased. Examples of these are seen in the Detroit-Wesley Church and Paterson, N. J., Market Street.

The Mizpah Baptist Temple in Syracuse has found a hotel plant very successful from many standpoints. The downtown church might do well to plan for the encouragement of a local group of residents for a congregation as well as an opportunity for establishing personal contacts. A dormitory or hotel plant while it involves many irritating problems, offers interesting possibilities in this connection.

XIV. Christian Centers

In many cases, particularly in polyglot sections, a thoroughly equipped "Christian Center" building is necessary. This plan requires large facilities for social service and educational work with a chapel relatively small. The design of the entire building, however, must be such that it will exhibit its religious associations and purpose. Too often such buildings look too coldly institutionalized.

THE INFORMATION SERVICE—DEPARTMENT OF CITIES

1701 Arch Street, Philadelphia, Pa.

More than 1,300 pastors, directors of religious education, pastors' assistants, deaconesses and the various other city church workers have received data giving information and suggestions regarding successful plans and methods. The more than 6,500 pieces of material sent out in response to their requests and the more than 1,000 personal letters have dealt with church training night, summer conferences and training schools, daily vacation Bible schools, club work and special programs.

The Service maintains a large loan library of authoritative books covering church methods, social sciences, religious education, and similar subjects, which are loaned for a period of three weeks to workers in the home field. A catalogue is available upon request.

The information service invites reports and descriptions of successful programs covering any department of a seven-day-a-week ministry and will be glad to answer requests for suggestions or proposed plans to meet definite problems.

BIBLIOGRAPHY

"Some Famous Country Parishes," Tipple, (Abingdon Press), price $2.25. Interesting impressions of the effectiveness of Church Parish Life on the History of England.

"History of Architecture," Hamlin, (Longmans) price $2.50. Excellent short history covering entire field of architecture.

"History of Architecture," Bannister Fletcher (Scribner's), price $12.00, containing 933 pages. A complete history with excellent descriptions of many famous buildings.

"Church Building," a study of the Principles of Architecture in their Relation to the Church, Ralph Adams Cram, L.L.D., price $7.50. (May be secured from Bureau of Architecture at reduced rate.) An authoritative guide from a rather "high" churchly standpoint. Profusely illustrated with examples of good Church Architecture.

"Stewardship of All of Life," Lovejoy, (Abingdon Press), price 75c. Text book covering entire range of stewardship. Excellent for discussion groups.

"A Man and His Money," Calkins, price $1.00. One of the best books on stewardship.

"Modern Church Finance," A. F. McGarrah, price $1.75. Excellent on financial organization and method. Mr. McGarrah has written other excellent books.

"The Way to Win," Bishop F. B. Fisher, price $1.15. Very suggestive for developing a working church program.

"The Pastoral Office," J. A. Beebe, price $3.00. Note especially chapters on administration of Finance, Church Buildings, Church Survey and nine chapters on Worship.

"Art and Religion," Von Ogden Vogt, price $5.00. Written by a Congregational Pastor. Should be read by every Christian minister. Twenty-four chapters treating Unity of Religion and Art, Artist as Prophet, Symbols and Sacraments, Architectural Style, The Chancel, Religious Ideas for the Architects, etc.

"Planning Church Buildings," Tralle and Merrill, price $1.25. Full of helpful advice regarding floor plans, equipment, etc. Special emphasis given to planning for departmentalized Church School.

"How to Study Architecture," C. H. Coffin, price $4.00. An attempt to trace the evolution of architecture as the product and expression of successive phases of civilization.

Publications listed below may be secured from the Bureau of Architecture of the Methodist Episcopal Church.

"Progressive Suggestions for Planning Church Buildings," price 50c.

"The Pastor's Leadership in Church Building," price 10c.

"Plan of Organization," price 4c.

"The Seven Deadly Sins in Church Architecture," price 3c.

"Plant Efficiency Survey." A schedule and check list for complete study of present church equipment to reveal shortcomings in equipment in comparison with actual needs, price 5c.

"Questionnaire" for representing needs and requirements of a Bureau of Architecture, (free).

Additional copies of this pamphlet may be secured for 25 cents each from the Board of Home Missions and Church Extension, 1701 Arch Street, Philadelphia, Pa.

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